

TO:

on Foreign Intelligence Activities.

2. Three of the Management Staff projects over-shadow all others *in importance* for this reporting period. They are: (1)

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ment installed by Management Staff in the Office of Communications

ates policy material from procedural instructions.

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4. The Staffing <sup>and</sup> Complement concept was reported on favorably, after a year of operation in the Office of Communications. It is a device for better control over the numbers and the status of personnel. Operations Chiefs will be enabled to know exactly what manpower they have distributed between productive and non-productive assignments. Employees who are in the interim between transfer to or from headquarters will be easily identified. The Chief, Management Staff and the Director of Personnel composed a report to the Career Council asking for an extension of the most successful phases of the concept to the remainder of the Agency.

5.1 Records Management Staff has now succeeded in scheduling 90% percent of all of the Agency's Headquarters records for retirement to the Records Center, destruction or permanent retention. File equipment for the number of records retired for the six months period would have cost the Agency \$1,972,256.

6. O & Methods <sup>above</sup> proving particularly profitable for the Agency were the study of [redacted] unvouchered funds; examination of the backlog of the Analysis Branch of the Records Integration Division (DD/P); the space study in the Industrial Card File of the Industrial Register of OCR.

and the study of the de-processing of separating Agency employees;  
a survey of the CIA Watch Office resulting in improved ~~and~~ effectiveness  
of the Watch Office in alerting top officials.

Economy measures   the necessity for assuring that machines  
are employed wherever possible in the conduct of the Agency administrative  
activity. Two new Staff members were added to the Machine Staff, in order to  
provide more assistance to the organizational elements of the Agency, in  
mechanizing their work and bringing about greater efficiency and economy.

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